

Resource Contact: Coordination and Hydrology Section

Effective Date: 9/18/92

Revised: NEW

References: RCW 43.21B
POL-2005

Purpose: To provide procedures to program personnel for routing Pollution Control Hearings Board (PCHB) appeal documents and responding to requests for information from the Attorney General's (AGs) office.

1. Regions will provide copies for the Headquarters Enforcement Coordinator of all documents that have docket numbers assigned to them.
2. Notices of Appeal Received by Regional Offices

Notices of appeal to the PCHB must be sent by the appellant directly to the PCHB and, concurrently, to the Director of Ecology, Central Programs Enforcement Unit. If an original notice of appeal is inadvertently delivered by the appellant to a regional office, the regional office should immediately fax the document to the AG's office, and to the Central Program Enforcement Unit in Olympia.

3. Routing of Documents Relating to Appeal Cases

The AG's office provides copies of all documents relating to Water Resources appeals to the Enforcement Coordinator at Headquarters. The Enforcement Coordinator mails copies to the Section Supervisors of the appropriate regional offices, and tracks the status of all appeal cases, providing feedback to regions. The Enforcement Coordinator maintains a resource library of all PCHB Final Decisions and Orders, and will ensure that regional offices receive copies of all final documents.

4. Request for Information Relating to Appeals Cases

The AG's office sends a Case Assignment Memorandum to the Enforcement Coordinator at Headquarters requesting information necessary to prepare an appeal case. The Enforcement Coordinator contacts the Regional Section Supervisor to identify a regional point of contact for the case. The Enforcement Coordinator replies to the AG's memorandum, with information and documents supplied by the regional point of contact. Once the AG's Office begins to develop the appeal case, the AG may work directly with the regions in developing appeal cases.

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Special Note: These policies and procedures are used to guide and ensure consistency among water resources program staff in the administration of laws and regulations. These policies and procedures are not formal administrative regulations that have been adopted through a rule-making process. In some cases, the policies may not reflect subsequent changes in statutory law or judicial findings, but they are indicative of the department's practices and interpretations of laws and regulations at the time they are adopted. If you have any questions regarding a policy or procedure, please contact the department.